



Educator Data Collection System (EDCS) and Licensed Personnel Report (LPR) 4.0



TO JOIN THE CONFERENCE CALL:

DIAL: 866-620-7326

CONFERENCE CODE: 785-296-4073

TO MUTE: *6

TO UNMUTE: #6

TECHNICAL ASSISTANCE:

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**A COPY OF THE TRAINING MAY BE FOUND ON THE
FOLLOWING WEBPAGE:**

**[HTTP://WWW.KSDE.ORG/AGENCY/DIVISIONOFLEARNIN
GSERVICES/TEACHERLICENSUREANDACCREDITATION/L
ICENSURE/LICENSEDPERSONNEL.ASPX](http://www.ksde.org/Agency/DivisionofLearninGservices/TeacherLicenseandAccreditation/Licensure/LicensedPersonnel.aspx)**

EDCS and LPR 4.0



- **Purpose:**
 - Collect information about the professional and demographic characteristics of district staff across the state of Kansas
 - Data is collected and compiled in aggregate form for use by educational researchers, school districts, the KS Board of Education, and the United States Department of Education.
 - **LPR submission date: February 28, 2015**
 - **Fall Vacancy Report Date: September 19, 2014**
- **Training content includes:**
 - an explanation/refresher of the EDCS web application and the LPR
 - navigation through the EDCS web application
 - an explanation of the new assignments and their link to the courses mapped as part of the Kansas Course Code Management System.
 - Updates for the 2014/2015 school year
 - STCO connection / Assignment guidance
- **The Educator Data Collection System will not display course codes until the districts have mapped their local courses in the Kansas Course Code Management System (KCCMS).**

Kansas Course Codes



- A system of numerical codes to describe the courses taught by licensed teachers or completed by elementary or secondary students
- Beginning with the 2009-2010 school year, all school districts in Kansas report course assignments for teachers based on the Kansas Course Codes
- Purpose:
 - Maintain longitudinal student records electronically
 - Transmit course taking information from one student information system to another (electronic transcripts)
 - Meet federal reporting requirements
 - Reduce cost and burden of transcript studies
 - Use course taking information in research and evaluation of student outcomes

Kansas Course Codes



- Who do I contact to find out more about the Kansas Course Code Project?
 - The KCCMS Help Desk
 - ✦ Email: kccms@ksde.org
 - ✦ Phone: (785) 296-2078

Preparation for Completing the Report



- **Minimum Requirements:**
 - **Windows:**
 - ✦ Internet Explorer – version 8 and 9; Firefox – version 10 and higher
 - To find out which version of the browser you are using, click on the Help Menu and select “About Internet Explorer”.
 - **Macintosh:**
 - ✦ Firefox 10 and higher
 - Browsers must be JavaScript and Cookies enabled

Preparation for Completing the Report



- Opening the Educator Data Collection System:
 - Go to the following URL or web address:
<https://svapp15586.ksde.org/authentication/login.aspx>
 - Type in your “User Name” (a maximum of 8 characters)
 - Type in your “Password” (a maximum of 15 characters)
 - Select “Login”
 - 1st time users may request a User Name and Password by selecting “Register”
- Application Menu:
 - After logging on, you will see a personalized menu based on the applications you have the authority to access.
 - Select the *EDCS*
 - 1st time users will need to request access by selecting “Manage My Account.”



Kansas State Department of Education

User Login for KSDE Web Applications

User Name:

Password:

Login

KSDE applications support Internet Explorer 8 and 9 for Windows and Firefox 10.x and higher for Macintosh.



[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

[Forgot Your Password?](#)

Register

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

[System Maintenance Notices](#)

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Topeka, KS 66612

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KSDE Web Applications

Click a link below.

- 1.EDCS
- 2.EDEN Meta Data Administration
- 3.Educator Data Reports
- 4.ELCS
- 5.IHE Portals
- 6.License Application
- 7.Praxis Records Import

[Manage My Account](#)
[Logoff](#)

[System Maintenance Notices](#)

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Accept

Decline

System Maintenance Notices

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Welcome Screen



- Contact – update through KSDE Directory application
- Select the School Year (2014-2015)
- Status
- Help
- Side Bar Menu Options
 - Staff Data
 - ✖ Import Text Files*
 - ✖ Roll Over Data*
 - ✖ Find/Update Staff
 - ✖ Add New Staff
 - ✖ Exited Staff*
 - ✖ Delete Data
 - ✖ Fall Vacancies*
 - ✖ Evaluation Roles
 - ✖ Assign Evaluator*
 - ✖ Assign Observer*
 - Reports
 - ✖ Submit
 - ✖ Reports
 - Info for STCO
 - Summary Reports
 - EDCS Data Reports
 - SAR Report
 - LPR Data Reports

 Return to App List

 Logout

Welcome

 Staff Data

 Reports

User Manual

Welcome

School Year:

Status of Licensed Personnel Report for the school year **IN PROGRESS**

Status of Fall Vacancies for the school year **IN PROGRESS**

Welcome to the Educator Data Collection System

Content Questions:

Lori Adams, Education Program Consultant
(785) 296-3835 or ladams@ksde.org

Web Application Questions:

KSDE Information Technology Help Desk
(785) 296-7935



Contact

User: carterdistrict2 District: D0202 Building: 0000 Access Level: District School Year: 2015

Return to App List

Logout

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Exited Staff

Delete Data

Fall Vacancies

Evaluation Roles

Assign Evaluator

Assign Observer

Reports

Info for STCO

Summary Reports

EDCS Data Reports

SAR Report

LPR Data Reports

User Manual

Welcome

School Year: 2014-2015 Select Year

Status of Licensed Personnel Report for the school year IN PROGRESS

Status of Fall Vacancies for the school year IN PROGRESS

*Fall Vacancy Report Status

Welcome to the Educator Data Collection System

Content Questions:
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(785) 296-3835 or ladams@ksde.org

Web Application Questions:
KSDE Information Technology Help Desk
(785) 296-7935

LPR Status

Help

Side Bar Menu

Bottom of Page

Top of Page

Import Text File



- All districts have the ability to upload their personnel data directly into the Educator Data Collection System web application.
- If you choose to import your data, the data file(s) must be either a tab delimited or comma delimited file.
- The data must be divided into separate files and uploaded in the following order:
 1. Staff data
 2. F.T.E. data
 3. Assignment data
- Please refer to Appendix D of the User Manual for a complete set of instructions for importing data.

*Export Text File



- Districts have the option to Export previous school year's Staff, FTE, and Assignment data.
- The export will generate data in a text file.



User: carterdistrict2 District: D0202 Building: 0000 Access Level: District School Year: 2015



Return to App List

Logout

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Exited Staff

Delete Data

Fall Vacancies

Evaluation Roles

Assign Evaluator

Assign Observer

Reports

User Manual

Staff Data > Import Text Files

Upload file:

2014-2015

2014-2015

2014-2015

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Roll Over Data



- Roll over options:
 - Roll over assignment, FTE and staff data
 - Roll over FTE and staff data
 - Roll over staff data
- Years experience and USD experience for each returning faculty person will be automatically increased by one.
- Entrance status will be set to “returning teacher.”
- Faculty salaries do not roll over.
- Due to the Kansas Course Codes, new assignments will not roll over.

Roll Over Data



- CTE Assignment data will not roll over
- Individuals without Teacher IDs (ROTC Instructors) assignment data will not roll over
- “Confirm for STCO” does not roll over

 Return to App List

 Logout

Welcome

 Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Exited Staff

Delete Data

Evaluation Roles

Assign Evaluator

Assign Observer

 Reports

Info for STCO

Summary Reports

EDCS Data Reports

SAR Report

LPR Data Reports

User Manual

Staff Data > Roll Over Data

 Bottom of Page

Roll over data from the prior school year. Years experience and USD experience for each staff person will automatically be increased by one. Entrance status will be set to "returning teacher". Staff salaries will not be rolled over this year.

Roll over assignment, FTE and staff data
Roll over assignment, FTE and staff data
Roll over FTE and staff data
Roll over staff data

Roll Over

Please wait for the roll over to finish. An alert will appear confirming the success of the roll over and then you may return to the Find Staff page to view the data rolled over.

Due to revision of subjects some assignments will not roll over. Many assignments will have their subject changed.

 Top of Page

Find/Update Staff



- Search by:

- Building
- Social Security Number
- Educator ID
- Date of Birth (DOB)
- Email address
- First Name
- Middle Name
- Last Name

- Search Results:

- All matches to the search will appear
- To update staff members data, select “View”
- To delete staff member, select “Delete”
- To add a new building to a staff member’s data, select “Add Building.”



User: carterdistrict2 District: D0202 Building: 0000 Access Level: District School Year: 2015

Bottom of Page

Return to App List

Logout

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Exited Staff

Delete Data

Fall Vacancies

Evaluation Roles

Assign Evaluator

Assign Observer

Reports

Info for STCO

Summary Reports

EDCS Data Reports

SAR Report

LPR Data Reports

User Manual

Staff Data > Find/Update Staff

District:

Building:

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

SSN (000000000):

Email:

Last Name:

Search

Clear Form

☒ Show Search Results

☒ Profile
Details

☒ FTE - Assignments

Top of Page

User: adamsdistrict District: D0202 Building: 0000 Access Level: District School Year: 2013

[Return to App List](#)

[Logout](#)

Welcome

Staff Data

[Import Text Files](#)

[Roll Over Data](#)

Find/Update Staff

[Add New Staff](#)

[Exited Staff](#)

[Delete Data](#)

[Evaluation Roles](#)

[Assign Evaluator](#)

[Assign Observer](#)

License Personnel Report

[Submit](#)

[LPR Guide](#)

Reports

[Info for STCO](#)

[Summary Reports](#)

[EDCS Data Reports](#)

[SAR Report](#)

[LPR Data Reports](#)

[User Manual](#)

Staff Data > Find/Update Staff

[Bottom of Page](#)

District: Building:

SSN (000000000):

Educator ID:

DOB (MM/DD/YYYY):

Email:

First Name:

Middle Name:

Last Name:

[Search](#)

[Clear Form](#)

[Search Results](#)

	Building		SSN - Last 4	Last Name	First Name	Middle Name	DOB	Educator ID	
View	0168	Add Building	8746	Adams	Jane	C	1/23/1947	1226398669	Delete
View	0164	Add Building	7748	adams	lori		8/15/1983	8797311545	Delete
View	0154	Add Building	3333	Doe	Jane	S	7/11/1983		Delete
View	0168	Add Building	7824	Hughes	Rhonda	Kay	7/4/1963	4564978241	Delete
View	0154	Add Building	6789	Smith	Jane	Ann	1/1/1961	123456789a	Delete

☒ Profile Details

☒ FTE - Assignments

[Top of Page](#)

Profile Details



Profile Details

Total Experience: USD Experience:

Base Salary (000000):

Base w/Fringe (000000):

Gender:

Entrance Code:

Race & Ethnicity

Ethnicity

☐ Hispanic/Latino

Race (choose one or more)

☐ American Indian or Alaska Native

☐ Black or African American

☐ White ☐ Asian

☐ Native Hawaiian or Other Pacific Islander

Save

Profile Details



- **Total Experience:**
 - Total years of teaching and administrative experience
 - Do not include the current school year
 - Use zero (0) for all 1st year teachers
- **USD Experience:**
 - Total years of experience teacher and/or administrator has in the Unified School District
 - Do not include the current school year
 - Use zero (0) for all 1st year teachers

Profile Details



- **Base Salary:**
 - Do not include supplemental contracts and/or fringe benefits
- **Base w/ Fringe:**
 - Include supplemental contracts and/or fringe benefits
 - Fringe benefits include group life, group health, disability income, accidental death and dismemberment, and hospital and/or medical expense insurance.
 - Do not include social security, workers compensation, and unemployment insurance.
- **Gender:**
 - Select either Male or Female

Profile Details



- Entrance Codes

- In-State USD: Came from another Kansas USD
- New Teacher from In-State College: 1st year teacher from a Kansas institution
- New Teacher from Out-of-State College: 1st year teacher from an out-of-state college
- Out-of-Field: Returning teacher from another area of employment
- Out-of-State: Experienced teacher coming from outside Kansas
- Private School: Experience teacher coming from a private school
- Returning Teacher: Employed in district last year.
- Retired: Experienced teacher currently receiving KPERS

Profile Details



- Race & Ethnicity
 - Ethnicity:
 - ✦ Hispanic / Latino
 - Race
 - ✦ American Indian or Alaska Native
 - ✦ Black or African American
 - ✦ White
 - ✦ Asian
 - ✦ Native Hawaiian or Other Pacific Islander
- *Sample Letter and Descriptions in User Manual – Appendix A*

FTE – Assignments



FTE: 1 ▼

Save FTE

No Assignments

Educator Type: None Selected ▼

Subject Area: None Selected ▼

Course: None Selected ▼

Local Course Code (KCC Identifier): None Selected ▼

☐ Virtual Course Monitor

☐ Dual Credit Courses

☐ Distance Learning

☐ Summer School

☐ JAG Course

Number of Classes: None Selected ▼

☐ PreK

☐ K

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

☐ 12

☐ Confirm for STCO

Save Assignment

Clear Assignment Data

FTE – Assignments



- Full Time Equivalent (FTE):
 - FTE is assigned by building.
 - If a staff member is assigned to teach in multiple buildings, you will need to prorate the total FTE accordingly.
 - Co-op or Inter-local administrator must provide FTE/Admin data to supplemented district
 - Co-op or Inter-locals must report staff members for KEEP purposes.
- Assignments:
 - The Educator Data Collection System will not display assignments until the district has mapped their local courses in the Kansas Course Code Management System (KCCMS).
 - Please refer to the Licensed Personnel Guide (available at <http://www.ksde.org/Portals/o/TLA/Licensure/Licensure%20Documents/Licensed%20Personnel%20Guide2013-14%20version%201.pdf>) for the list of assignments and the teaching endorsement required for appropriate licensure.

Educator Type



- By selecting a specific Educator Type, the appropriate grade levels will become “active.”

Educator Type:

- Elementary/Pre-School Teacher
- Middle School Teacher
- Secondary Teacher
- SPED/ESOL Teacher
- Career and Technical Education
- School Specialist
- School Support
- Leadership / Administration
- Migrant Educator

Grade Levels:

PreK – Grade 6
Grades 5-8
Grades 9-12
PreK – Grade 12
Grades 7-12
PreK – Grade 12
PreK – Grade 12
PreK – Grade 12
PreK – Grade 12

FTE – Assignments



USD # 00202 SED # 0104 Edn, Admin, 7740

FTE: 0.5  

	Teacher Type	Subject Area	State Course	Local Course (KCC ID)	Building	STCO	
	Elementary/Pre-School Teacher	Elementary Self-Contained (elementary)	Single Grade Self-Contained Classroom (Elementary)	General Elementary : G2 : Second Grade : (80001G0.001107GGN) : Eff.07/01/2009	Turner Elem	Yes	

Educator Type: Elementary/Pre-School Teacher Subject Area: Elementary Self-Contained (elementary) 

Course: Single Grade Self-Contained Classroom (Elementary)

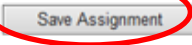
Local Course Code (KCC Identifier): General Elementary : G2 : Second Grade : (80001G0.001107GGN): Eff.07/01/2009 

☐ Virtual Course Monitor ☐ Dual Credit Courses ☐ Distance Learning ☐ Summer School ☐ JAG Course 

Number of Classes: 2 

☐ PreK ☐ K ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 
☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

 ☒ Confirm for STCO



CTE Assignments



- CTE Assignments refer to Career and Technical Education assignments.
- Assignment choices are limited to district approved programs.

CTE Assignments



FTE: 0.5

View	Teacher Type	Subject Area	State Course	Local Course (KCC ID)	Building	STCO	
	Career and Technical Education: Agriculture Science Pathways	Business and Marketing (secondary)	Accounting	Pathways for Section III : PW[12104]F : Accounting : (12104G1.001114GGF) : Eff.07/01/2009	Turner High	Yes	Delete

Educator Type: Career and Technical Education Pathway: Agriculture Science Pathways Subject Area: Business and Marketing (secondary) ← 2

Course: Accounting

Local Course Code (KCC Identifier): Pathways for Section III : PW[12104]F : Accounting (1 of 1) : (12104G1.001114GGF) : Eff.07/01/2009 ← 3

☐ Virtual Course Monitor ☐ Dual Credit Courses ☐ Distance Learning ☐ Summer School ☐ JAG Course

Number of Classes: 3 ← 4

☐ PreK	☐ K	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
☐ 6	☐ 7	☐ 8	☐ 9	☒ 10	☐ 11	☐ 12

6 → ☒ Confirm for STCO

7 →

Add New Staff



- Select “Add New Staff” on the Side Bar Menu
- Enter new staff member’s SSN, then select “Search Staff”
 - If district has an existing staff member with the SSN, the “Profile Details” will be pre-populated.
 - If the new staff member has been issued an Educator ID number by KSDE, the field “Educator ID” will be pre-populated.

User: carterdistrict2 District: D0202 Building: 0000 Access Level: District School Year: 2015



Bottom of Page

Top of Page

Return to App List

Logout

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Exited Staff

Delete Data

Fall Vacancies

Evaluation Roles

Assign Evaluator

Assign Observer

Reports

User Manual

Staff Data > Add New Staff

District: D0202

SSN (00000000):

Search Staff

2

1

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Add New Staff



- Enter all “Profile Details” for the new staff member.
 - Use the school email address
 - Mailing address is a required field
- New staff member must be added to a building prior to giving an assignment.
 - Follow same procedures to “Find/Update Staff” when adding assignments as they exist after adding.



User: USD101 District: D0101 Building: 0000 Access Level: District

[Return to App List](#)

[Logout](#)

Welcome

Staff Data

[Find/Update Staff](#)

Add New Staff

[Import Text Files](#)

[Deleted Staff](#)

[Roll Over Data](#)

[Delete Data](#)

[Evaluation Roles](#)

License Personnel Report

[Submit](#)

[LPR Guide](#)

Reports

[Info for STCO](#)

[Summary Reports](#)

[EDCS Data Reports](#)

[SAR Report](#)

[LPR Data Reports](#)

[User Manual](#)

Staff Data > Add New Staff

District:

SSN (000000000):

[Search Staff](#)

Educator ID:

DOB(MM/DD/YYYY):

Email:

First Name:

Middle Name:

Last Name:

Address:

Address 2:

City:

State:

Zip Code:

Total Experience:

USD Experience:

Base Salary (000000):

Base w/Fringe (000000):

Gender:

Entrance Code:

Race & Ethnicity

Ethnicity

☐ Hispanic/Latino

Race (choose one or more)

☐ American Indian or Alaska Native

☐ Black or African American

☐ White ☐ Asian

☐ Native Hawaiian or Other Pacific Islander

[Clear Form](#)

[Save](#)

3

4

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User: adamsdistrict District: D0202 Building: 0000 Access Level: District School Year: 2013

[Return to App List](#)

[Logout](#)

Welcome

Staff Data

[Import Text Files](#)

[Roll Over Data](#)

Find/Update Staff

[Add New Staff](#)

[Exited Staff](#)

[Delete Data](#)

[Evaluation Roles](#)

[Assign Evaluator](#)

[Assign Observer](#)

License Personnel Report

[Submit](#)

[LPR Guide](#)

Reports

[Info for STCO](#)

[Summary Reports](#)

[EDCS Data Reports](#)

[SAR Report](#)

[LPR Data Reports](#)

User Manual

Staff Data > Find/Update Staff

District:

Building:

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

SSN (000000000):

Email:

Last Name:

[Search](#)

[Clear Form](#)

Search Results

	Building		SSN - Last 4	Last Name	First Name	Middle Name	DOB	Educator ID	
View	0168	Add Building	8746	Adams	Jane	C	1/23/1947	1226398669	Delete
View	0164	Add Building	7748	adams	Iori		8/15/1983	8797311545	Delete
View	0154	Add Building	3333	Doe	Jane	S	7/11/1983		Delete
View	0168	Add Building	7824	Hughes	Rhonda	Kay	7/4/1963	4564978241	Delete
View	0154	Add Building	6789	Smith	Jane	Ann	1/1/1961	123456789a	Delete

☒ Profile Details

☒ FTE - Assignments

Exited Staff



- By selecting “Exited Staff” in the Side Bar Menu, the list of all staff members that have been exited will be viewable in table form.
- The option to exit a staff member from the EDCS is only available through the “Search Results” section.
- Once you select “exit” for the staff member, you will be re-directed to the Exit Staff section.
 - Select an exit reason.
 - Enter the exit date.

User: carterdistrict2 District: D0202 Building: 0000 Access Level: District School Year: 2015

Bottom of Page

[Return to App List](#)

[Logout](#)

Staff Data > Exited Staff

School Year: 2014

← 2

Year	SSN	First Name	Last Name	Middle Name	Exit Reason	Exit Date	exit_id
2014	7748	lori	adams		Administrative Error	6/20/2013	9052
2014	7748	lori	adams		Transferred Buildings w/in District	6/20/2013	9053

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Exited Staff

← 1

Delete Data

Fall Vacancies

Evaluation Roles

Assign Evaluator

Assign Observer

Reports

User Manual

Top of Page

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User: USD101 District: D0101 Building: 0000 Access Level: District

[Return to App List](#)[Logout](#)

Welcome

Staff Data

Find/Update Staff

Add New Staff

Import Text Files

Deleted Staff

Roll Over Data

Delete Data

Evaluation Roles

License Personnel Report

Submit

LPR Guide

Reports

Info for STCO

Summary Reports

EDCS Data Reports

SAR Report

LPR Data Reports

User Manual

Staff Data > Find/Update Staff

District: D0101 - Erie-Galesburg

Building: None Selected

SSN (000000000):

Educator ID:

DOB (MM/DD/YYYY):

Email:

First Name:

Middle Name:

Last Name:

Search

Clear Form

Search Results

	Building		SSN - Last 4	Last Name	First Name	Middle Name	DOB	Educator ID	
View	0105	Add Building	1247	Anderson	Hannah		1/1/1980	5223931874	Delete
View	0100	Add Building	6601	Brown	Marlo	J	8/15/1963	2997972868	Delete
View	0105	Add Building	9841	Harmon	Monica		11/1/1957	3586495897	Delete
View	0111	Add Building	9841	Harmon	Monica		11/1/1957	3586495897	Delete
View	0100	Add Building	4141	Hersh	Herb		11/1/1957	7253384628	Delete
View	0105	Add Building	7412	Pettijohn	Jason	Michael	6/25/1983	3424789585	Delete

Profile Details

Total Experience:

USD Experience:

Base Salary (000000):

Base w/Fringe (000000):

Gender: None Selected

Entrance Code: None Selected

Race & Ethnicity

Ethnicity

☐ Hispanic/Latino

Race (choose one or more)

☐ American Indian or Alaska Native☐ Black or African American☐ White ☐ Asian☐ Native Hawaiian or Other Pacific Islander

Save

FTE - Assignments

FTE: None Selected

Save FTE

Educator Type: None Selected

Subject Area: None Selected

Course: None Selected

Local Course Code (KCC Identifier): None Selected

☐ Virtual Course Monitor☐ Dual Credit Courses☐ Distance Learning☐ Summer School

Number of Classes: None Selected

☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12☐ Confirm for STCO

Save Assignment

Clear Assignment Data

Top of Page

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Topeka, KS 66612-1182

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User: USD101 District: D0101 Building: 0000 Access Level: District

[Return to App List](#)

[Logout](#)

Welcome

Staff Data

[Find/Update Staff](#)

[Add New Staff](#)

[Import Text Files](#)

[Deleted Staff](#)

[Roll Over Data](#)

[Delete Data](#)

[Evaluation Roles](#)

License Personnel Report

[Submit](#)

[LPR Guide](#)

Reports

[Info for STCO](#)

[Summary Reports](#)

[EDCS Data Reports](#)

[SAR Report](#)

[LPR Data Reports](#)

User Manual

Staff Data > Delete Staff

District:

SSN:

Educator ID:

DOB:

First Name:

Middle Name:

Email:

Last Name:

Exit Reason:

Exit Date:

Delete

Bottom of Page

Top of Page

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Delete Data



- **Caution**: this section allows the user to delete all data from the Licensed Personnel Report.
- User has the following “delete” options:
 - All assignment data
 - All assignment and FTE data
 - All assignment, FTE, and staff data
 - All assignment, FTE, staff, and staff exit data
 - All staff exit data only

*Fall Vacancies



- List any vacancies for 2014-2015 school year
- If you have no vacancies select “Do not Have Vacancies”
- Vacancies divided into two categories:
 - Non-CTE assignments (Add by Educator Type/Subject Area)
 - CTE assignments (Add by Pathway/Subject Area)
- Pathways not Taught – Add any pathways that were dropped for the 2014-2015 school year
- Fall Vacancy Report due: **September 19, 2014**

User: carterdistrict2 District: 00202 Building: 0000 Access Level: District School Year: 2015

Bottom of Page

[Return to App List](#)

[Logout](#)

Welcome

Staff Data

[Import Text Files](#)

[Roll Over Data](#)

[Find/Update Staff](#)

[Add New Staff](#)

[Exited Staff](#)

[Delete Data](#)

Fall Vacancies

[Evaluation Roles](#)

[Assign Evaluator](#)

[Assign Observer](#)

Reports

User Manual

Staff Data > Fall Vacancies

Status of Fall Vacancies for the school year **IN PROGRESS**

☐ Do Not Have Vacancies

☒ Have Vacancies

Educator Type	Subject Area	Non-Teaching		
Secondary Teacher	Social Sciences and History (secondary)		Edit	Delete
Leadership/Administration	Leadership / Administration	Assistant Superintendent	Edit	Delete
None Selected	None Selected	N/A	Update	Cancel

[Add Fall Vacancy Entry](#)

Pathway	Subject Area		
Construction2015	Computer and Information Sciences (secondary)	Edit	Delete
None Selected	None Selected	Update	Cancel

[Add Fall CTE Vacancy Entries](#)

Pathways Not Taught

Pathway		
Finance	Edit	Delete
Agriculture Science Pathways	Edit	Delete
None Selected	Update	Cancel

[Add Pathway Not Taught](#)

[Submit Fall Vacancy Entries](#)

[Allow ReSubmit](#)

[Return to App List](#)

[Logout](#)

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Exited Staff

Delete Data

Fall Vacancies

Evaluation Roles

Assign Evaluator

Assign Observer

Reports

User Manual

Staff Data > Fall Vacancies

Status of Fall Vacancies for the school year **IN PROGRESS**

☐ Do Not Have Vacancies

☒ Have Vacancies

Educator Type	Subject Area	Non-Teaching		
Secondary Teacher	Social Sciences and History (secondary)		Edit	Delete
Leadership/Administration	Leadership / Administration	Assistant Superintendent	Edit	Delete
None Selected ▼	None Selected ▼	N/A ▼	Update	Cancel

Add Fall Vacancy Entry

Pathway	Subject Area		
Construction2015	Computer and Information Sciences (secondary)	Edit	Delete
None Selected ▼	None Selected ▼	Update	Cancel

Add Fall CTE Vacancy Entry

Pathways Not Taught

Pathway		
Finance	Edit	Delete
Agriculture Science Pathways	Edit	Delete
None Selected ▼	Update	Cancel

Add Pathway Not Taught

Submit Fall Vacancy Entries

Allow ReSubmit

8

7

9

6

User: carterdistrict2 District: 00202 Building: 0000 Access Level: District School Year: 2015

Bottom of Page

[Return to App List](#)

[Logout](#)

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Exited Staff

Delete Data

Fall Vacancies

Evaluation Roles

Assign Evaluator

Assign Observer

Reports

User Manual

Staff Data > Fall Vacancies

Status of Fall Vacancies for the school year **IN PROGRESS**

☐ Do Not Have Vacancies

☒ Have Vacancies

Educator Type	Subject Area	Non-Teaching		
Secondary Teacher	Social Sciences and History (secondary)		Edit	Delete
Leadership/Administration	Leadership / Administration	Assistant Superintendent	Edit	Delete
None Selected	None Selected	N/A	Update	Cancel

Add Fall Vacancy Entry

Pathway	Subject Area		
Construction2015	Computer and Information Sciences (secondary)	Edit	Delete
None Selected	None Selected	Update	Cancel

Add Fall CTE Vacancy Entries

Pathways Not Taught

Pathway		
Finance	Edit	Delete
Agriculture Science Pathways	Edit	Delete
None Selected	Update	Cancel

Add Pathway Not Taught

Submit Fall Vacancy Entries

[New Vacancies](#)

12

11

13

10

14

KEEP Reporting



- KEEP Roles

- Evaluator
- Observer
- Evaluatee

Bill Bagshaw

Assistant Director

bbagshaw@ksde.org

785-296-2198

Kelly Dempewolf

Consultant

kdempewolf@ksde.org

785-296-5140

EDCS

User: carterdistrict District: D0202 Building: 0000 Access Level: District School Year: 2014

 Return to App List

 Logout

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Exited Staff

Delete Data

Evaluation Roles

Assign Evaluator

Assign Observer

Reports

Info for STCO

Summary Reports

EDCS Data Reports

Welcome

School Year: 2013-2014

Status of Licensed Personnel Report for the school year **IN PROGRESS**

Welcome to the Educator Data Collection System

Content Questions:

Lori Adams, Education Program Consultant
(785) 296-3835 or ladams@ksde.org

Web Application Questions:

KSDE Information Technology Help Desk
(785) 296-7935

Submit



- If the Licensed Personnel Report detects potentially invalid data, it will give you a description of any invalid or incomplete staff, FTE, assignment, and/or deleted staff data.
 - “Stops” include:
 - ✦ Report contact person must be filled in
 - ✦ Invalid or incomplete Staff data has been detected
 - ✦ Invalid or incomplete FTE data has been detected
 - ✦ Invalid or incomplete assignment data has been detected
 - ✦ Invalid or incomplete deleted staff data has been detected
 - Warnings” include:
 - ✦ Possible invalid Staff data has been detected
 - ✦ Possible incomplete Staff Assignment data has been detected
- If you have a “GO” in the Status section, the LPR does not indicate invalid data.



User: USD0309 District: D0309 Building: 0000 Access Level: District

- [Return to App List](#)
- [Logout](#)

- Welcome
- Staff Data
 - Find/Update Staff
 - Add New Staff
 - Import Text Files
 - Deleted Staff
 - Roll Over Data
 - Delete Data
 - Evaluation Roles
- License Personnel Report
 - Submit**
 - LPR Guide
- Reports
 - Info for STCO
 - Summary Reports
 - EDCS Data Reports
 - SAR Report
 - LPR Data Reports
- User Manual

License Personnel Report > Submit

[Bottom of Page](#)

Check of Completeness	Status	Override
Invalid or incomplete Staff data has been detected.	Stop	☐
Invalid or incomplete fte data has been detected.	Stop	☐
Invalid or incomplete assignment data has been detected.	Stop	☐
Possible invalid Staff data has been detected.	Warning	☐

Please note: You are able to review your Staff Assignment Report (SAR) for the current school year prior to submitting.

You have warnings indicating possible invalid data: [See Details](#)

You have stops indicating invalid data: [See Details](#)

[Top of Page](#)

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Reports



- Summary Reports
 - Reports by District or by Building
 - Staff Demographics Summary
 - Qualification Summary Data
- Educator Data Reports
 - Only available for current school year
 - Report by District or by Building
 - ✦ Staff Data
 - ✦ Staff and F.T.E. Data
 - ✦ Assignment Data
- Staff Assignment Report

Reports



- Staff Assignment Report (*the kick-out report*)
 - The report will list staff members that are either not licensed, not qualified or not highly qualified for their assignment.
 - Based on licensure/certification records in TLA.
 - ✦ These records change daily.
 - Indicates violations of QPA Quality Criterion 5 and/or NCLB highly qualified teacher.

Staff Assignment Report



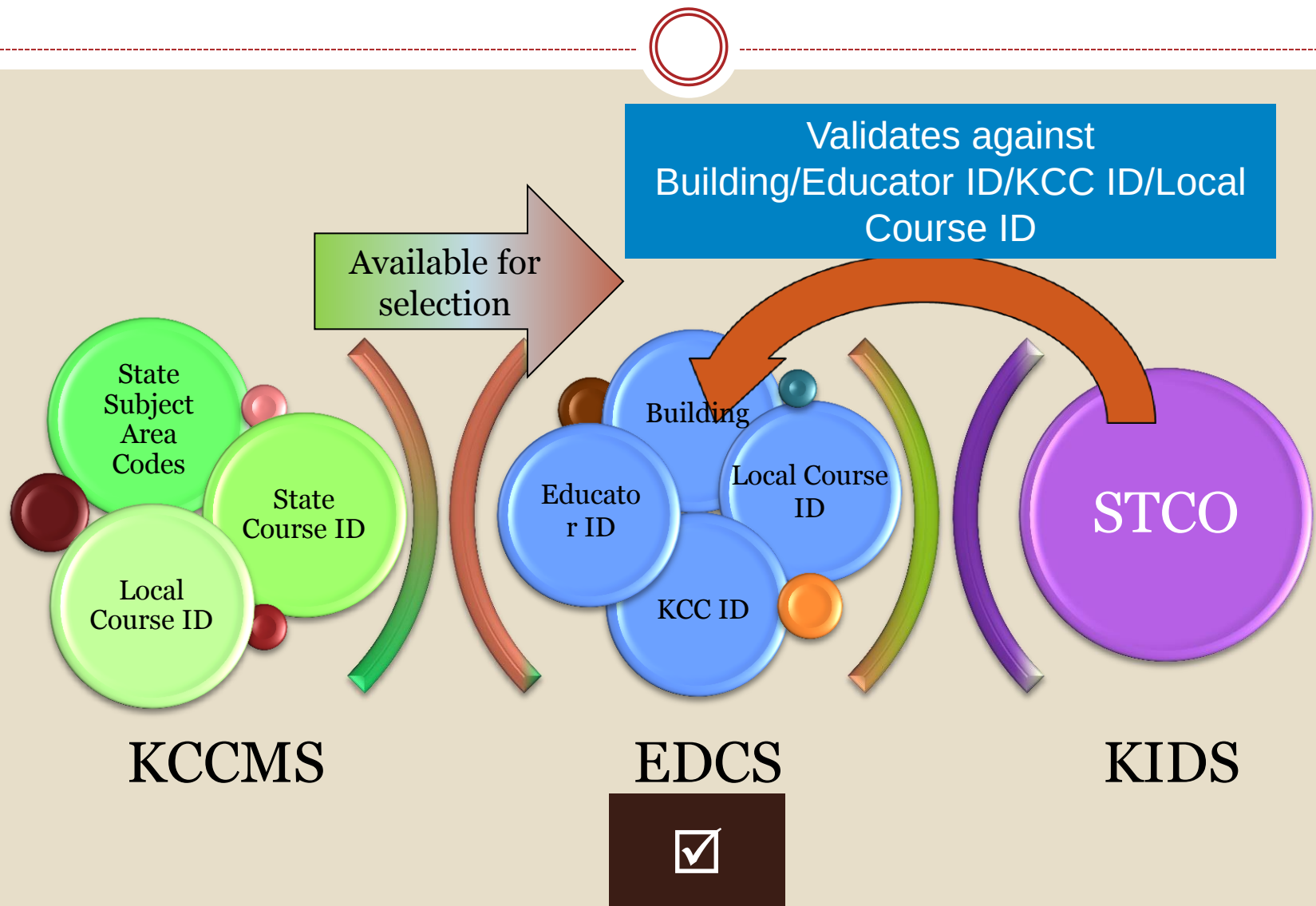
- **Never Licensed**
 - Does not currently hold a valid license in KS
- **Expired License**
 - License is expired
- **Substitute**
 - Holds valid KS substitute teaching license
- **Licensed – Unqualified**
 - Holds valid KS license, but does not hold the correct subject and/or grade level endorsement for assignment
- **Licensed with Provisional Endorsement – Qualified**
 - Holds valid KS license with a provisional endorsement w/ appropriate subject and grade level for assignment

Staff Assignment Report



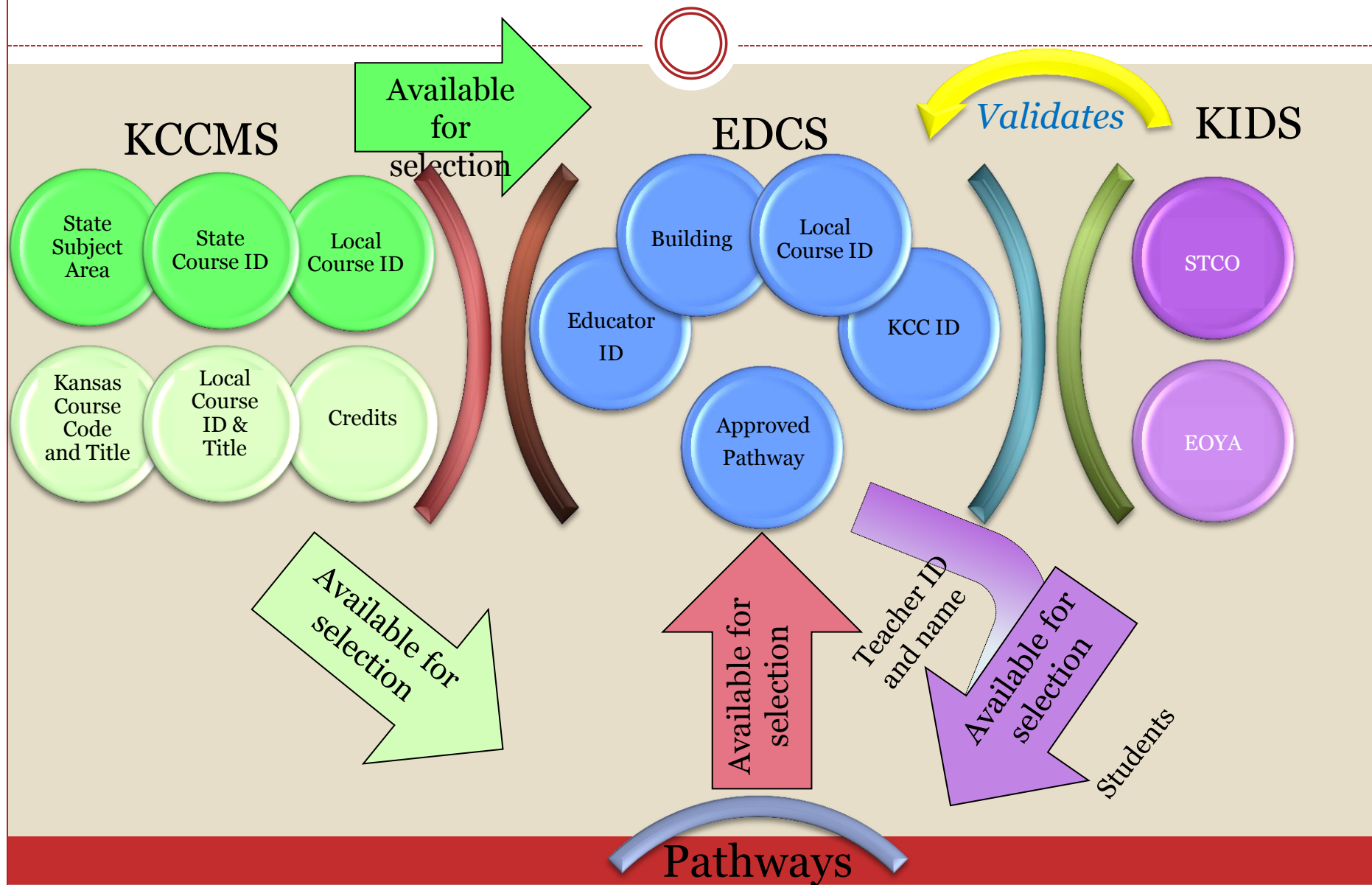
- **Licensed with Waiver**
 - Holds valid KS license; USD has been granted a waiver by the KS BOE
- **Non-Standard License – Qualified**
 - Holds non-standard license w/ appropriate subject and grade level for assignment
- **Not HQ for Assignment**
- **Not a Valid Course Code**
 - Used for KSDE reference only, does not affect District's QPA
- **Licensed – Unqualified for Grade Level**
 - Holds valid KS license, but does not hold the correct grade level endorsement for the assignment

Course-Teacher-Student Data Flow



Confirm for STCO

Course-Teacher-Student-CTE Data Flow



Educator Data Collection System and Licensed Personnel Report



2014-15 Training Schedule:

- August 12, 2014 1:30pm-3:00pm
- August 14, 2014 1:30pm-3:00pm
- August 19, 2014 10:00am-11:30am
- August 21, 2014 10:00am-11:30am

***LPR Submission Date: February 28, 2015**

***Fall Vacancy Report Date: September 19, 2014**